

PROFORMA

1.	Post Applied for		Chief Accounts Officer (On Deputation Basis)		
2.	Full name (in block letters)				Latest photograph with signature
3.	Father's/Husband's name				
4.	Date of Birth				
5.	Complete postal address				
6.	Contact number & Email-id				
7.	Present Grade Pay in 6 th Pay Commission & Level in 7 th Pay Commission				
8.	Detail of Educational Qualifications:				
	Examination passed	University/Board name	Year of passing	Subject taken	Percentage of marks
9.	Details of service rendered:				
	Name of Organization	Post held	Pay scale/Pay band with GP/Level in Pay Matrix	Period of service rendered in the post	
10.	Whether belongs to SC/ST/OBC/PwD/Ex-serviceman category				

Signature of applicant with date

Certificate To Be Furnished by the Employer/Head of Office/Forwarding Authority

1. Certified that the particulars furnished by Shri/Smt./Ms. _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.
2. Also Certified that:-
 - i. There is no vigilance or disciplinary case pending or contemplated against Shri/Smt./Ms. _____.
 - ii. His/her Integrity is certified.
 - iii. Duly attested Photocopies of ACRs for the last five years (2015-16 to 2019-20) are enclosed.
 - iv. *No major/minor penalty has been imposed on him/her during the last ten years.
 - v. *A list of major/minor penalties imposed on him/her during the last ten years is enclosed.
(*Strike out which is not applicable).
3. The Overall grading/numerical grading given in the ACRs of the applicant for the various years are as under:-

Year	Overall grading/numerical grading {on a scale of Zero (0) to ten (10)}
2015-16	
2016-17	
2017-18	
2018-19	
2019-20	

Signature of the Forwarding Authority

Name and Designation

Official Seal

Complete Office Address

Email address of the Forwarding Authority

Telephone Number/Fax No. of the Forwarding Authority

Date:
Place

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.